

INFORMAL SOLICITATION

Minnesota Housing Finance Agency

Description of Project

As part of its financing activities for affordable multifamily housing, Minnesota Housing's Finance Agency's (Agency) Multifamily Division requires a consultant to conduct a feasibility study and cost/benefit analysis for the Agency to become a Department of Housing and Urban Development (HUD) Multifamily Accelerated Processing (MAP) Lender. HUD approves select mortgage banking companies and Housing Finance Agencies (HFA's) nationwide as Lenders authorized to process and submit pre-applications and FHA Firm Commitment applications under MAP.

MAP is a national "fast track" processing system for the FHA multifamily mortgage insurance programs. MAP makes the Lender responsible for preparation of most of the exhibits, such as the appraisal required for an application for mortgage insurance, and for making a recommendation to HUD based upon the Lender's processing and underwriting. HUD reviews the Lender's exhibits and makes the final underwriting decision. To become an approved for MAP lending, an FHA-approved multifamily Mortgagee must apply and be approved by HUD Headquarters.

The selected Contractor will be expected to make a recommendation whether the Agency should consider becoming a MAP lender. The feasibility study and recommendation to the Agency is to be completed within a six month timeframe.

Sample Tasks

1. Identify components required to submit an application to become a MAP Lender along with an anticipated project timeline to accomplish this task.
2. Identify specific qualifications, requirements, skills and expertise necessary for a MAP Lender designation (i.e.: loan underwriting, processing and servicing experience).
3. Identify resources, skills and expertise currently available and/or needed within the Agency including training needs and experience needed to meet HUD's requirements.
4. Provide the Agency with a cost estimate for needed resources as well including a time/cost impact analysis on processing a MAP loan from initial application to loan closing.
5. Identify additional Agency internal and external processes and/or changes necessary to meet the MAP lending requirements. As part of this process, interview other HFA MAP Lenders to assess their experience and acquire helpful suggestions.
6. Survey major MAP (non-HFA) Lenders in the Minnesota market and determine the types of FHA business they do or do not offer to assess if there is a niche in the business that is not being adequately served.
7. Research two HUD pilot programs; the "Tax Credit Pilot Program" (Notice H 2012-1) and "Small Building Program – Section 542 (b) Risk Share" to access the feasibility of these pilots being offered in Minnesota by the Agency. Determine requirements and time lines for achieving approval as a MAP Lender in conjunction with these Pilot programs.
8. Based on information gathered and the Contractor's evaluation of current practices and skills verses required modifications/upgrades, provide a cost/benefit analysis and a recommendation to the Agency on the feasibility of becoming a MAP lender.

Responders are encouraged to propose additional tasks or activities if they will improve the results of the project. These items should be separated from the required items on the cost proposal. This Informal Solicitation does not obligate the state to award a contract or complete the project, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

Desired Skills

- Excellent understanding of multifamily loan underwriting and the related terminology.

- Direct experience with Low Income Housing Tax Credit program requirements and understanding of the debt/equity structuring.
- Experience working with the nonprofit and for-profit sectors.
- Prior experience conducting feasibility studies and cost benefit analysis similar to the one described in this solicitation.
- Ability to work respectfully with Agency staff to assess current skills and training needs.
- Excellent oral and written communication skills.

Questions

Questions concerning this Informal Solicitation should be directed to:

Danielle Plocher
 Minnesota Housing Finance Agency
 400 Sibley Street, Suite 300
 St. Paul, MN 55101-1998
danielle.plocher@state.mn.us
 Telephone: 651-296-9821
 Fax: 651-296-9545

Responses will be posted to the Minnesota Housing website within 2 business days. All questions must be received by 4:00 PM, April 23, 2012 in order to be posted the Minnesota Housing website by 4:00 PM, April 25, 2012.

Response Content

- Narrative response citing relevant work and professional experience.
- Resume including all positions held over the past 15 years, educational background, papers of note.
- Two references from others whom you have consulted for or worked for in some capacity.
- Two samples of work products most comparable to that requested in this solicitation.
- Time estimate and plan (including periodic project updates) to conduct the feasibility study along with a proposed fee schedule.
- Affidavit of NonCollusion.
- Evidence of Insurance.

Response Delivery

All responses must be in writing and delivered to:

Julie Ann Monson, Multifamily Operations
 Minnesota Housing Finance Agency
 400 Sibley Street, Suite 300
 St. Paul, MN 55101-1998
julie.ann.monson@state.mn.us
 Telephone: 651-297-3123

All proposals must be received not later than 4:00 p.m., Central Time, April 30, 2012. **Late responses will not be considered.** Fax and email responses **will be** considered, however the burden of proving timely receipt is upon the responder.

Response Evaluation

Responses will be evaluated on “best value”: 60 percent on qualifications and 40 percent on cost considerations. All responses received by the due date and time will be evaluated.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

Disposition of Responses

All materials submitted in response to this Informal Solicitation will become public record after the evaluation process is completed. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

Organizational Conflicts of Interest

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Director of the Department of Administration's Materials Management Division which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minnesota Statute §16C.16, sub. 6a, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs' Center for Veteran Enterprises (CVE Verified) will receive up to a 6 percent preference in the evaluation of its proposal.

Eligible veteran-owned small businesses include CVE verified small businesses that are majority-owned and operated by either recently separated veterans, veterans with service-connected disabilities, and any other veteran-owned small businesses (pursuant to Minnesota Statute §16C.16, subd. 6a).

Information regarding CVE verification may be found at <http://www.vetbiz.gov>.

Eligible veteran-owned small businesses should complete and sign the **Veteran-Owned Preference Form** in this solicitation. Only eligible, CVE verified, veteran-owned small businesses that provide the required documentation, per the form, will be given the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Insurance Requirements

- A. Contractor shall not commence work under the contract until they have obtained all the insurance described below and the State of Minnesota has approved such insurance. Contractor shall maintain such insurance in force and effect throughout the term of the contract.

- B. Contractor is required to maintain and furnish satisfactory evidence of the following insurance policies:

1. **Workers' Compensation Insurance:** Except as provided below, Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer's Liability. Insurance **minimum** limits are as follows:

\$100,000 – Bodily Injury by Disease per employee
\$500,000 – Bodily Injury by Disease aggregate
\$100,000 – Bodily Injury by Accident

If Minnesota Statute 176.041 exempts Contractor from Workers' Compensation insurance or if the Contractor has no employees in the State of Minnesota, Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes Contractor from the Minnesota Workers' Compensation requirements.

If during the course of the contract the Contractor becomes eligible for Workers' Compensation, the Contractor must comply with the Workers' Compensation Insurance requirements herein and provide the State of Minnesota with a certificate of insurance.

- C. The State reserves the right to immediately terminate the contract if the contractor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the contractor. All insurance policies must be open to inspection by the State, and copies of policies must be submitted to the State's authorized representative upon written request.
- D. The successful responder is required to submit Certificates of Insurance acceptable to the State of MN as evidence of insurance coverage requirements prior to commencing work under the contract.

**STATE OF MINNESOTA
AFFIDAVIT OF NONCOLLUSION**

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the _____ Request for Proposals has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder's Firm Name: _____

Authorized Representative (Please Print) _____

Authorized Signature: _____

Date: _____

Subscribed and sworn to me this _____ day of _____

Notary Public

My commission expires: _____

STATE OF MINNESOTA
VETERAN-OWNED PREFERENCE FORM

In accordance with Laws of Minnesota, 2010, Chapter 333, Article 2, Sections 3 and 4, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs' Center for Veteran Enterprises (CVE Verified) will receive up to a 6 percent preference in the evaluation of its response.

If responding to a Request for Bid (RFB), the preference is applied only to the first \$500,000 of the response. If responding to a Request for Proposal (RFP), the preference is applied as detailed in the RFP.

Eligible veteran-owned small businesses must be CVE Verified (in accordance with Public Law 109-471 and Code of Federal Regulations, Title 38, Part 74) at the solicitation opening date and time to receive the preference.

Information regarding CVE Verification may be found at <http://www.vetbiz.gov>.

Eligible veteran-owned small businesses should complete and **sign** this form. Only eligible, CVE Verified, veteran-owned small businesses that provide this completed and signed form will be given the preference.

I hereby certify that the company listed below:

1. Is an eligible veteran-owned small business, as defined by Laws of Minnesota, 2010, Chapter 333, Article 2, Sections 3 and 4; and
2. Has its principal place of business in the State of Minnesota; and
3. Is CVE Verified by the United States Department of Veterans Affairs' Center for Veterans Enterprise.

Name of Company: _____ Date: _____

Authorized Signature: _____ Telephone: _____

Printed Name: _____ Title: _____

IF YOU ARE CLAIMING THE VETERANS PREFERENCE, SIGN AND RETURN THIS FORM WITH YOUR RESPONSE TO THE SOLICITATION.